



# NOTICE OF VACANCY

<b>JOB TITLE:</b>	<b>Administrative Assistant I</b>
<b>DEPARTMENT:</b>	<b>Tax Assessor</b>
<b>SALARY:</b>	<b>\$29,040.88</b>
<b>CLOSING DATE:</b>	<b>Open Until filled</b>

## **MAJOR DUTIES:**

Prepares and distributes agenda and minutes for meeting, attends and records minutes of meetings, and maintains minutes on file. Serves as Secretary to the Board of Assessors. Notifies Clerk of Superior Court when Grand Jury is to select members for Board of Equalization, works with Grand Jury to make selections and makes educational arrangements to meet legal requirements. Clarifies the computation of value using market, cost, and/or income approaches to value and advises as to legality of certain actions. Prepares and monitors annual department budget and audits and itemizes expenses. Makes travel arrangements, composes and prepares correspondence, reports, and memos, maintains exempt property files, and assists with inquiries. Performs personnel administration and payroll duties for the department and serves as a resource for subordinate personnel. Reviews new legislation, orders relevant House and Senate bills, and maintains legislation files.

## **MINIMUM QUALIFICATIONS**

Education: High School diploma, trade school, or equivalent level of education.  
Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.  
Considerable knowledge of modern office practices, reporting, and record keeping procedures, market, cost, and income approaches to determine property values, payroll procedures, legal review procedures, purchasing, and invoicing systems. Familiarity with state and local laws, rules, and regulations regarding property valuation and County and departmental policies and procedures. Proficiency in interpreting applicability of court cases, organizing work, dealing with the public, and basic accounting. Mastery of operating a computer, word processor, microfilm reader/printer, tape recorder, and standard office equipment. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.  
Must complete at least 40 hours of schooling as specified by the Department of Revenue and the University of Georgia Center for Continuing Education during each two years of tenure as staff appraiser. Possess or have ability to pass the Appraiser II examination and be certified by the Georgia Department of Revenue as an Appraiser II as prescribed by law within 12 months of the date of employment.

**Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.**

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

We are an Equal Opportunity Employer.

We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.